



## City Hall Safety Committee Meeting

December 10, 2010

### MINUTES

Meeting called to order at 9:05 AM.

Present: Adam Alix, Tom Stoffel, Todd Drew, Tasha Saecker

Excused: Kristi Heim, Kate Clausing, Sue Nett, Pamela Captain

A. Motion to approve the minutes from November 4, 2010 meeting made by A. Alix and seconded by T. Drew - Motion carried.

#### B. Old Business

1. Library Report – Report reviewed. A. Alix and T. Saecker to address issues cited in the report. A. Alix to research the issue of public book cases being properly anchored. Additional discussion and whole report progress to be discussed at January 2011 meeting.
2. City Hall Door unlocking – Currently A. Alix or Steve Greisbach are opening the doors in the morning. Suggestion to have finance employees open doors. A. Alix to provide T. Stoffel a key.

#### C. New Business

1. Monthly Safety Topic distributed – “Don’t be a fool...Keep your cool!” which discussed work place violence and work place security issues.
2. Injury Review—two injuries reported both at the Library:
  - The first injury reviewed an incident cited in the November meeting. Employee fell down 4-5 stairs causing a knee scrape and a shoulder muscle strain. The employee was not carrying anything as was cited in the November meeting minutes. Noted that the employee incident statement was not dated. No medical treatment, no loss time.
  - The second injury reviewed was an employee strained a shoulder while lifting a 6’ table out of a cart. The employee further stated that the shoulder was again aggravated when lifting a box later that day. Discussion was that employee failed to use proper lifting technique by lifting a heavy item away from the body and also that employee should have asked for assistance. Employee to attend upcoming lifting refresher. No medical treatment, no loss time.

Injury reports were forwarded by K. Clausing who also sent along a blank form which is to be submitted to CVMIC. K. Clausing requested that issues related to completeness of employee injury reports be reinforced. The fall injury was cited as an example where the employee did not date the report and both employee description and supervisor investigation comments were generic and did not provide detailed information. This incident was only used as an immediate example K. Clausing requested the issue be discussed as numerous reports from all departments had been received with vague or partially incomplete information. Detailed information is required when filling out necessary documentation which has to be forwarded to CVMIC.

3. Other Items for discussion- No additional items discussed.

#### D. Training

1. Ergonomics Training- Training to be on January 18, 2010 broken into 2 sessions 10:00am and 1:00pm in the Company E Room. T. Drew will send out information to Department heads and to request attendance per session.
2. Bloodborne Pathogens Refresher – T. Drew to discuss with P. James and have training put on the Intranet, and also to make available at the library.
3. Additional Training Suggestions- No suggestions were raised. T. Drew stated that a 2011 work plan would be discussed with B. Rank CVMIC in January.

E. Meeting adjourned at 9:45AM motion made by T. Stoffel seconded T. Saecker